



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Richard J. Giovannetti
Leon Louie
Tanya C. Young

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:12 P.M.

ORDER OF BUSINESS

JUNE 6, 2002

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Giovannetti, Hightower, Louie, Young and Brill
Absent: None

ADOPTION OF THE ORDERS OF THE DAY

By motion unanimously adopted, the Orders of the Day were approved.

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Human Resources Department (HRD) dated May 29, 2002 listing complaints about hiring issues and a summary of hiring activity for the period July 8, 2001 through May 25, 2002, was filed.
2. Minutes of April 5, 2001 and May 3, 2001 were approved.

3. Human Resources Department Report dated May 29, 2002 listing the following amendments to the classification plan, was filed.

POSITION REALLOCATIONS

Position #	From	To (New Class)	Dept
5584	Airport Planner (4131)	Senior Planner (4124)	Airport
8459	Building Trades Superintendent (3223)	Electrical Maintenance Superintendent (3156)	Airport
2105	Chief Building Construction Inspector (3914)	Division Manager (8074)	PBCE
2104	Chief Plumbing and Mechanical Inspector (3924)	Division Manager (8074)	PBCE
2097	Chief Plan Check Engineer (3953)	Division Manager (8074)	PBCE
0336	Permit Center Manager (8351)	Division Manager (8074)	PBCE
7658	Marketing & Public Relations Outreach Manager (6338)	Program Manager II (8076)	ESD

DELETED CLASS SPECIFICATIONS

1. Apprentice Air Conditioning Mechanic (3164)
2. Assistant to the Director of Finance (1286)
3. Automotive Equipment Inspector (3326)
4. Camp Maintenance Worker (6153)
5. Camp Maintenance Worker PT (6154)
6. Department Systems Network Coordinator I PT (1391)
7. Deputy City Attorney SII (2192)
8. Deputy Director Plan Implementation (4133)
9. Extra Help FT (9991)
10. Extra Help PT (9990)
11. Garden Program Supervisor (3419)
12. Hazardous Materials Program Manager (2324)
13. Heavy Equipment Operator Trainee (3344)
14. Maintenance Trainee (3106)
15. Maintenance Trainee PT (3107)
16. Mechanical Engineer I Reg (3831)
17. Mechanical Engineer II Reg (3832)
18. Parking Meter Technician I (3318)
19. Parking Meter Technician II (3319)
20. Parks & Recreation Information Officer PT (6103)
21. Parks Maintenance Coordinator I (3431)
22. Parks Maintenance Coordinator II (3432)
23. Principal Architect (3849)
24. Principal Computer Operator (1337)
25. Risk and Loss Control Manager (1265)
26. Senior Budget Analyst (1657)
27. Senior Deputy City Attorney (2195)
28. Senior Offset Press Operator (1195)
29. Senior Retirement Officer (1437)
30. Senior Word/Micro Processor Operator C (8124)

CONSENT CALENDAR (Cont.)

DELETED CLASS SPECIFICATIONS (Cont.)

- 31. Systems Programming Supervisor (1357)
- 32. Training and Safety Officer (1436)
- 33. Treasury Assistant (1287)
- 34. Water Systems Supervisor (3636)
- 35. Word/Micro Processor Operator (1122)
- 36. Word/Micro Processor Operator C (8122)
- 37. Workers Compensation Manager (1432)

END OF CONSENT CALENDAR

- 4. Hearings to be scheduled:
 - a. Hearing of appeal of dismissal of Stephen Ottens, Painter (3123) was scheduled for June 13, 2002 at 7:00 p.m. (Hopper/Cohn)
- 5. Update on Civil Service Reform Task Force recommendations and hiring summary update. Continued from May 2, 2002. HRD reported the status of the initiatives for permanent changes to Hiring Rules as continuing to move forward including formation of Ongoing Evaluation & Improvement initiative. Continued to July 11, 2002.
- 6. Follow up discussion on employee probationary issues. HRD reported that meetings have been held with Employee Relations and union representatives to address concerns of probationary matters and staff will provide an update next month with specific details relating the measures to be taken to improve the process and provide statistics on numbers of failed probationary employees versus total hires over the last two years. Continued to July 11, 2002.

ORAL PETITIONS

AFSCME Business Agent Linda Dittes expressed concern over two disciplinary action cases from the same department that have failed to be completed in a reasonable amount of time. Issue to be referred to staff and placed on the July 11, 2002 agenda for discussion.

HRD Acting Director Kay Winer asked that an item be placed on the July 11, 2002 agenda to share with the Commission the reorganization changes HRD is undertaking including changing the name to Employee Services Department.

ADJOURNED at 4:58 p.m. to June 13, 2002 at 7:00 p.m. to hear the appeal of dismissal of Stephen Ottens, Painter (3123). Commission Chair Brill indicated that next month's regular meeting will be held on July 11, 2002 due to the City holiday.